



Township of SOUTH STORMONT

www.southstormont.ca
P.O. Box 84, 2 Mille Roches Rd
Long Sault, ON K0C 1P0

ENTRANCE PERMIT APPLICATION AND APPROVAL

PURSUANT TO ENTRANCE BY-LAW 2026-016

OWNER/APPLICANT TO COMPLETE TOP TWO SECTIONS OF FORM

Owner Name:	
Address:	
Roll No:	Phone:
Entranceway Location:	
Side of Road (N,S,E,W) _____	
Lot No: _____	Con/Plan No. _____
Specifically _____ meters _____ (N,S,E,W) of _____	

Purpose of entrance is: ☐ Residential ☐ Commercial ☐ Agricultural ☐ Recreational
☐ To CONSTRUCT a ☐ New Entrance ☐ Temporary Entrance ☐ Additional Entrance
☐ To ALTER existing entrance eg: ☐ Change location ☐ Remove ☐ Replace Culvert ☐ Culvert Extension
CURB CUT REQUIRED: ☐ Yes ☐ No
Surface of entrance will be: ☐ Asphalt ☐ Concrete or Stamped Concrete ☐ Unistone/Interlock ☐ Other (specify)
Notes: 1. Proposed entrances to be staked at roadside. 2. Applicant is responsible for the purchase of the galvanized corrugated steel pipe and all installation costs. Specifications will be determined by the Township. 3. Proof of adequate insurance is required. 4. Fees as per current Fees/Charges By-law. 5. Proponent is responsible for notifying the Township 48 hours prior to the entranceway installation. 6. Proponent is responsible for contacting the Township and booking a final inspection upon completion of the work.
Acknowledgement: I/We hereby apply to the Corporation of the Township of South Stormont for permission to construct, alter or change the use of the entranceway described above and do hereby agree to conform to the Township conditions, standards and specifications governing entrances in accordance with By-law 2026-016.
_____ Owner/Authorized Applicant Signature
_____ Date (MM-DD-YY)

FOR OFFICE USE ONLY

ENTRANCE PERMIT		Print Name	Inspector Signature	Date: (MM-DD-YY)
Inspected ☐ On Desk ☐ On site	BY: _____			
Culvert Required ☐ Yes ☐ No If yes, complete the following:				
Length:	m	Type: ☐ Aluminized Type 2	Gauge: ☐ 16 (1.6mm)	
Diameter:	mm	☐ Other	Surface Width:	
PERMIT APPROVAL				
☐ Permit approved as proposed ☐ Permit approved with changes noted below ☐ Not approved – see below				
Cost: _____		Charged to Building Permit? ☐ Yes ☐ No		
Comment: _____				
_____ Date (MM-DD-YY)		_____ Township of South Stormont Director of Infrastructure Services or Designate		

PHONE: 613-534-8889
FAX: 613-534-2280



ENTRANCE PERMIT APPLICATION AND APPROVAL

PURSUANT TO ENTRANCE BY-LAW 2026-016

ENTRANCE PERMIT CONDITIONS

1. This Entrance Permit is subject to all Municipal By-laws.
2. Work on the construction or alteration of an entrance must not be started before an Entrance Permit has been issued by the Township.
3. All entranceway permits shall be pre-paid.
4. The applicant is responsible for the construction, marking and maintenance of the detours required and for maintaining safety measures for the protection of the public during the construction of any works in respect to an entrance.
5. All work related to, or forming part of an entrance, shall be carried out in accordance with the approved plans and specifications subject to the approval of the Township. The owner of the property shall bear all expenses related thereto.
6. The locations and modes of construction of all entranceways shall be in accordance with standards and specifications established by the Director of Infrastructure Services, and approved by Council.
7. It is prohibited to obstruct any drain or water course, either situated on a Township road allowance or providing an outlet for water discharged from a Township road allowance.
8. An entranceway will not be permitted in a location that, in the opinion of the Director of Infrastructure Services or Infrastructure Services Supervisor, would cause a traffic hazard.
9. Each entranceway onto a Township Road must be designed, constructed and maintained in a manner that will prevent surface water from adjoining property being discharged via the entranceway onto the travelled portion of the Township road.
10. Pillars/columns of any description are not permitted on a Township road allowance.
11. Culvert headwalls of any material are not permitted.
12. Curbing will be permitted for commercial entrances, provided it conforms to the Ontario Provincial Standard Drawings and Specifications.
13. Cutting or re-shaping the concrete curb for a new or existing entranceway will be permitted provided it conforms to the specifications determined by the Director of Infrastructure Services, and will be at the expense of the applicant.
14. Failure to comply with the provisions of By-law 2026-016 or the standards and specifications established in accordance with the provisions may be prosecuted to the full extent of the law.